DRAFT Minutes

MSC Content Management Meeting: September 11, 2015

Montana State Library, Grizzly Room/Go-To-Meeting for non-Helena people

Present:

> **In person:** Ken Adams (MSC), Laura Tretter (Montana Historical Society), Jemma Hazen (MSC), Allison Badger (Office of Public Instruction), and Stephan Licitra (State Law Library)

> **Via Go-To-Meeting**: Amy Marchwick (MSC), Carly Delsigne, Chair (North Jefferson County Library District – Clancy Library), Jodie Moore, Vice-Chair (Red Lodge Carnegie Library), Carrie Nelson (Flathead Valley Community College), Beth Boyson (Bozeman Public Library), Paulette Parpart (Missoula Public Library), Marilyn Trosper (North Lake County Public Library), Dave Shearer (Billings Public Library), Janice Kalvig (ImagineIF Libraries)

Not Present: Scott Nordtome (Lewis and Clark Elementary School, Missoula), Amy Fugate (Billings Public Library), and Jessie Goodwin (MSC)

1. **Introductions**
    - Allison Badger and Stephan Licitra introduced as new members of the committee.

2. **Records Standards Update (Jemma)**
    - A sub-committee consisting of Paulette Parpart, Dave Shearer, Beth Boyson and Jemma Hazen created a new section in the Standard Cataloging Procedures (SCP) manual.
    - There are different standards for permanent and temporary records. There are now record templates available for brief titles and e-readers/equipment.
    - Will On-Order records in the Acquisitions module will still feature all capitalized titles? (Janice)
    - In ILL records (temporary), the title is in all caps.
    - Are all libraries ordering using the Acquisitions module? (Paulette)

    DECISION: Since only a few libraries place orders using the Acquisitions module, On-Order records will no longer have titles in all caps. Only ILL records will have all capitalized titles.

    - Suggestions:
        o Section 5.1 Brief Titles – It should be emphasized that libraries can import records and either overlay the brief bib or transfer the holdings from the brief bib to the permanent bib record as soon as possible (Janice)

- o Section 2.1 the treatment of ISBNs needs to be clarified or a sentence referring people to Section 6.7 needs to be added. Section 6.7 also needs more clarification (Carrie)
- o Section 2.2 there is a typo in the second sentence of the On-Order records paragraph. There are also some broken links in the electronic version. Also the SCP is much improved, but it will still be too much for some librarians (Jodie)
- Jemma agreed to make all the requested changes. Should she make edits and send the SCP out again or send it as is and make the edits later?

DECISION: The CMC decided a draft with suggestions from the meeting should be emailed and members have until September 18 to comment and/or make additional suggestions.

- Additional changes made by Jemma: added Dave's e-reader changes merged the item categories description, home location and call numbers into one section. She will add Carrie's text regarding early-release dates.
- o Add that MSC staff can create a catalog map of everything a library uses (Amy)

3. **Serials/series/multi-part works Update (Jemma)**
   - A subcommittee consisting of Allison Badger, Laura Tretter, Jemma Hazen, Lyndy Bartlett, Caroline Campbell and Jennifer Hossack.
   - Consolidated multiple sections into one and added a flowchart.
   - Breaks series into several sub-categories.
   - Added Sections 7.3 Initial/terminal date works (updating these records) and 7.6 Special consideration for AV titles, with a focus on dealing with bibs containing multiple formats (i.e. resources that consist of several formats, like a book and accompanying DVDs).
   - Suggestions
     - o Dr. Suess misspelled (Jodie)
     - o Additional updating of ISBN section (Laura)
     - o More instruction on copy cataloging and adding 856s (Jemma)

4. **GMD Update (Jemma)**
   - As of 03/31/2016, OCLC will have removed all GMDs from their records. Currently, many of the new records that are imported from OCLC lack GMDs.
   - Coping with GMDless records.
     - o Add 007s to records lacking them.
     - o Take greater advantage of advanced search features – providing additional training.
     - o Add a 33x field or 007 field to WorkFlows search results display. If we opt for a 33x field, our best option is the 338 (carrier).
   - Impact of adding a 33x field to WorkFlows search results display.
     - o Cannot add an additional column. We would have to give up something or one column would have to do double-duty. Suggests combining with reading level. Reading level information would still appear in the bib records (Amy)
     - o 338 does not include a large print designation.

- o 007 includes a large print designation. It would also be easier to see e-books and audio books.
- o 007 would consist of MARC codes – there wouldn't be any text.
- o Not a choice between reading level, would rather have format because it's easier to work with just WorkFlows rather than jumping between WorkFlows and Enterprise (Carly)
- o Moving from Enterprise to WorkFlows would require a culture shift for many librarians. Staff have issues locating MontanaLibrary2Go books because they lack GMDs (Beth)
- o Removing the reading level information vs. both reading level and the 338 in one column.
- o When do we make this change?
- o Can we make a change and if we don't like it, go back to what we had? (Allison)
- How it would work
  - o Reading program would appear first, with the 338 following it. When there is no 338 field, only the reading level will display. If you see something with just reading level information, you assume it's probably a book (Amy)
  - o Would need a title for this combined column. Something vague that won't cause too much confusion.

DECISION: Combine reading level and the 338 in one relabeled column. The reading level information will have priority over format in the command queue. If a conflict occurs, resulting in format not appearing, the priority will be reversed. If this works, it will be permanently implemented. This change will be implemented following the MSC Fall Meeting (October 1, 2015).

5. **MSC Workplan (Carly)**
   - The Executive Committee developed a work plan where member libraries take on   work for the good of the MSC. Holly Harper is in charge and wants to know what libraries are doing.
   - Carly will email Holly Harper's email address to committee members so we can keep Holly in the loop.
   - Does the CMC want to add anything?
     - o Make the SCP more user-friendly.
     - o Catalog items that are not local-only bibs that lack OCLC numbers.
     - o Cooperative Cataloging – a more systematic approach to cleaning up sub-par records. Currently, the Workplan includes this project, but the CMC/Jemma and Executive Board need to define what cooperative cataloging entails.

5. **Tip of the Month Update (Carly)**
   - Do we want to continue?
   - Ken has had some feedback from libraries who like them, but doesn't hear anything good or bad when they haven't appeared.
   - Great way to remind people of policies and procedures on a regular basis. Could be used to discuss additions/changes to the SCP (Jodie)

- We can always recycle old ones (Beth)
- Make them more brief with a link to a Jessie-created video (Jemma)

DECISION: CMC tip of the month on hold until March 2016 meeting. Beth will review the older ones and reuse the ones that are still relevant. MSC staff are working videos and SCP help guides and will publicize them.

6. **Next Meeting Agenda Topics**
   - Standard acquisition procedures
   - Clarify ISBN procedures
   - Quality control
   - Blue Cloud cataloging
   - Outside training
   - Reinstate tip of the month
   - Enterprise check in

7. **Topics we want to address at the MSC Fall Meeting**
   - Addition of the 338 to the reading level column/GMD
   - Revised SCP

Meeting Adjourned.